

## **MINUTES**

### **Recreation Commission**

#### **City of Willoughby Hills**

November 7, 2018

CALL TO ORDER: 7:05 PM

**PRESENT:** Chairman Jim Walsh, Dee Germano, Sandy Grubiss, Lynn Hallum,  
Joseph Jarmuskiewicz, Jeanne Kaston and Kristina Zeleznick.

**ABSENT:** Vice-Chairman Jeff Fruscella.

**ALSO PRESENT:** Mayor Robert Weger and Katherine Lloyd, Clerk *pro tem*.

**Recreation Commission did not meet in October, 2018.**

#### **DISPOSITION of the MINUTES OF September 5, 2018**

**MOTION:** Sandy Grubiss moved that the Commission approve the Minutes of September 5, 2018.  
Seconded by Dee Germano.  
Voice Vote: 5 Ayes and 2 Abstention (Walsh, Zeleznick)  
**Motion passes 5/0.**

#### **CORRESPONDENCE**

- Email dated 10/30/18 to News-Herald RE: 11/7/18 Recreation Commission Meeting.
- Email dated 10/30/18 to WH Communications RE: 11/7/18 Recreation Commission Meeting.
- Email dated 10/30/18 to Finance RE: October Report.
- Email dated 10/30/18 RE: Community Center Report.
- Email dated 11/5/18 to Recreation Coordinator RE: Community Center Usage Report.
- Correspondence Sheet for 11/7/18 meeting which included.

#### **COUNCIL REPRESENTATIVE'S REPORT (Hallum)**

No Report.

#### **RECREATION COORDINATOR'S REPORT**

Recreation Coordinator, Judy Kincaid did not attend because she is still new to the position. She did not feel that she was ready to make a presentation to the Commission.

#### **COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE**

**REPORT:** No Report from the Recreation Coordinator.

#### **460 FUND REPORTS for September 2018 and October 2018**

September and October 2018 reports were sent out last night at 7:08 PM by email from Mr. Brichacek to all the Commission members. The original financial summaries were given to Chairman Walsh at the meeting. He read from the September 460 Fund Report. There was not much change in the October report.

- Beginning Balance at the beginning of the year was \$32,870 \_\_ (and change)
  - The Ending Balance for September was \$24,579 (rounded)
  - Expenditures during the year totaled \$11,518.39. Those expenses included:
    - \$7,551.64 was spent on six sets of bleachers. Sandy Grubiss reported that the bleachers are all up and useable but not fully installed on the new, thicker concrete pads because of the time of the year and the time. Because of the warranty, they need to be on the thicker pads.
    - Baseball diamond dirt for all of the fields - \$3,966.75
  - There were Receipts of \$3,227. Receipts were somewhat diminished because of cancellations.
  - We do have a Reserve of \$72,600. It is there for future use.
- Tennis Courts: There was a \$12,000.00 grant that the Rec Commission matched. Approval is needed to get the funds back. A Law Director is needed for that. There is a \$12,000.00 Unencumbered Balance for Public Health Grant in the report. Mr. Hallum asked if there were any constraints or if there is a time frame when it might expire. Per discussion, Gloria and Kyle applied for the grant initially. We need to find out the details.
  - NOPEC Grant: The report shows \$1,500 received and \$1,500 unencumbered. Returning the Grant was discussed but they declined. It has been re-designated for Winter Fest.
  - Boys League Programs - Joe Jarmuskiewicz reported that the programs will not be on 460 Fund Report. The League is now private. It is separate from the City now. The insurance got messed up so they changed. Now we are working on the MOU to get the Boys and Girls Sports completely separated from the City. They will be operating under the Willoughby Hills Youth Sports as a 501c3. The MOU is for the fields. There is no insurance involved. Regarding sign-ups, there has been no one in the City to collect registrations or anything. The League will be able to collect its own money, do its own budgets and pay its own expenses without having to wait for POs. The League will have more accountability for its own accounts.
  - Community Center:
    - Normally the financials are done by the Rec Coordinator. We do not have the Rental details broken down by month. Hopefully we will have that detail for next month.
    - Statement of Revenue and Obligations for the Community Center as of Oct. 31, 2018 (10/31/18):
      - We greatly appreciate the efforts of Mr. Brichacek for getting out this report. He has really risen to the occasion and provided us with what we needed.
      - 2018 Budget for Revenue was \$112,500.00. The 2018 Revenue as of 10/31 was \$37,299.50. It is coming up short for the year. Rentals are not broken out by month.
      - 2018 Budget for Total Obligations, which includes Staffing and Operating Obligations was \$106,400.
        - 2018 Staffing Budget was \$22,200. Actual as of 10/31/18 was \$16,199.65. Staffing is quite a bit down. That is probably due to some of the lay-offs.
        - 2018 Operating Budget was \$81,000. Expense as of 10/31/18 was \$90,790. Utilities are up. They were budgeted for \$36,400. The actual thus far is \$49,988.38.

#### **UNFINISHED BUSINESS**

- NOPEC Grant: This is the \$1,500 grant discussed in the 460 report. Lynn contacted NOPEC about being unable to use the funds for the event that was cancelled. She sent the information to them by email for documentation. Their representative said that Winter Fest would be a perfect use for the money if we needed a Bouncy House or entertainment or activities. Any remaining monies could be used to buy toys. He said that some communities spend the entire \$1,500 on toys. The Toy Collection will go forward.
- Upcoming Events - in light of current defunding environment.
  - Trick or Treat & Trunk or Treat (Wednesday, Oct 31).
    - Trick or Treat was cancelled because we did not have the manpower.
    - Trunk or Treat did not happen because there was no October meeting to finalize plans. Although it is much less labor intensive, it still requires organization. Sandy reported there was limited response to advance marketing. In hindsight, the weather was cold and rainy.
  - Art Gallery Reception (Friday, Nov. 9) and Quilt Hanging (11/15) – It was left on the Agenda for final decision at the October meeting. As stated earlier, people associated with both events were not comfortable with the Art or the Quilt hanging when there was no one on location all day.
  - Winter Fest and Christmas Card Lane (Sunday, Dec. 2)
    - Christmas Card Lane - Registrations have been sent out for Christmas Card Lane.
    - Winter Fest - This is a cooperative event between the Fire Department and Recreation Commission. Mayor Weger reported that it is already in the works. Jim will contact the Fire Department contact person for 2018, determine status and then will send email to the Sub-Committee made up of Lynn, Dee, Sandy and Joe to set up joint meeting. Sub-Committee meetings are usually held on Monday nights.
  - Breakfast with Santa (Saturday, Dec. 8) - Event will go forward. It is a fair amount of work.
    - Santa will be contacted.
    - Volunteers needed to help with pancakes, food, serving tables, Santa Shop, etc.
      - Note received from Bill Owen (Willoughby Hills Lions) regarding an inquiry he received from a student at Cornerstone Christian Academy (CCA) looking for volunteer opportunities. This may be a good opportunity for their students to get service hours. Jim will contact CCA.
      - The Key Club students at South also need volunteer hours. Jeanne will contact them.
      - Boy Scouts will not be part of volunteer efforts any longer.
      - Dee will contact people for flipping pancakes.
    - Reservations- Judy is already taking reservations. There are already 2 paid registrations. Ticket prices: \$5 adults and \$3 for children. People can use credit cards. Having someone to take reservations is huge. She has sold two groups of 6 people. The event usually sells out.
    - Capacity- Jim will contact Judy for records from previous years to determine number of people in shifts and the number of shifts and the number of people who fit in the room.
    - Advertising- Judy has some flyers in the Community Center and at City Hall. Sandy will put it on the Facebook page with graphics, sharing. Lynn will submit to the schools to put on their activities page.
    - Pancake Batter is from Joey's. It is excellent batter. Mayor Weger will contact them.
    - Santa Shop- there were only a few things left over. Sandy volunteered to do the shopping. Gift guidelines discussed. Mayor will get information on previous gift categories and budget amounts and wrapping paper. Wrapping party discussed.

- Set Up for Santa Shop- Tables have to be set up. The doorway is downstairs. Rather than renting drapes, perhaps Mark can construct something out of PVC. It can be covered with tablecloths.
  - Coordination by email planned.
- Concession Stand at Roemisch Field: Nothing new to add. Additional discussion of Horvath Plaque under 'Memorial Bench'.
- New Bleachers: As discussed under 460 Fund, completion is waiting for installation of the bleachers on new concrete pads which will be in the Spring of 2019.

## **NEW BUSINESS**

### **1.) Memorial Bench recommended for Peggy Henderson.**

Gloria Majeski sent an email recommending that Peggy Henderson be considered for a memorial bench. Joe Jarmuskiewicz replied. Frank Cihula (Historical Society) sent an email providing historical information about Peggy Henderson and when she served.

Per discussion, a metric could be established to be used to determine how and when volunteers are honored. We need some data and a plan of how to recognize volunteers. We should know who has volunteered for years. We do not want anyone to get forgotten. If people are recognized when they die, they would not be able to appreciate it.

The Commission will ask Frank Cihula (Historical Society) to research for those who has served/volunteered, when, how long and what projects, duties or activities they did. Frank will be asked to assemble a list of people who have served 5 yrs., 10 yrs., 15 yrs., 20 yrs., 25 yrs., 30 yrs. or more than X years. The List of Volunteers and the Bench for Peggy Henderson will be on the December Agenda.

The example of Tom Horvath who has been here for 68 years and built the fields with the Boys League was given. Recreation Commission would like to honor him and his wife. Things have been delayed. If ever there is a new building, the wooden commemorative plaque could be moved. Lynn will discuss the proposed sign with Sandy Racic. The wooden sign already hanging on the Concession Stand is for him from the Boys League. There will be a League meeting in 1 ½ weeks. Lynn and Joe will discuss the plaque for Tom and Bea Horvath.

### **2.) 2019 Schedule & Events in the light of current defunding environment.**

It is important to establish a calendar of events so the Rec Coordinator knows when the facility can be rented out. That should be on the December meeting agenda and let Judy know. Jim plans to contact Judy. It is important that she understand that it is part of her job and will start to put together the 2019 events. Events for the following year are usually established before the December meeting, if not much sooner. Start with the list from last year and then add to or subtract from that list. Hopefully, there will be as much problem with lack of help next year.

### **3.) Statement from the Recreation Commission**

- Joe Jarmuskiewicz stated that the people who have been talking about this Commission not doing enough and not working hard enough they need to realize that the actions the Council has taken this last year have caused the Commission to not do many of the events that had been planned because there is no one in the City to handle registrations, handle the administrative, POs and things like that. The people on this Commission do a lot of hours and a lot of work. They should be appreciated. Most of Council does not have any idea what we do. If we have the people in place to work with us, we can do a lot for this City. If we had the backing of Council to help us with a lot of this stuff, we could do a lot more.

- Chairman Walsh stated that everyone on this commission does a lot of work and a lot of volunteering and a lot of that has been questioned over the last few Council meetings. Thank you all for your service! Expecting an army to go forth without a support network is not reasonable. You still need to feed the troops; you still need to organize things; you still need to have a supply line. When you cut off the supply line, the best of volunteers cannot function. That was lost in all that commentary. Anyone who has ever volunteered should have understood that. I think it was unfair and I think it was dishonest. You all do a nice job. I do not want to lose all of you. This is a volunteer position. It is a lot of work. You are flipping pancakes, you set tables, you serve candy, you shop, you wrap, and you stuff eggs. After the last Council meeting when your efforts were questioned, I texted all of you on the Commission asking you to send me a list of what all you do. The number of things you have all volunteered at would fill three sheets of paper, single spaced. You are appreciated! I do challenge that incorrect supposition. Thank you to Joe for bringing this up.

**4.) Next meeting will be on December 5, 2018.**

**PUBLIC PORTION**

**Opened at 7:57PM**

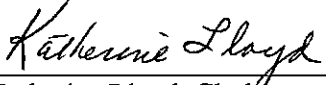
No Public Input


**Public Portion closed at 7:58 PM.**

**ADJOURNMENT:**

**MOTION:** Dee Germano moved for adjournment.  
Seconded by Lynn Hallum.  
Voice Vote: Ayes Unanimous.  
**Motion passes 7/0.**

Meeting adjourned at 7:58 PM by Jim Walsh.

  
Katherine Lloyd, Clerk *pro tem*

  
Chairman

Date approved: 12/5/2018

Note: Meetings of the Recreation Commission are recorded and recordings are public record.